

Interlibrary Loan (ILL) Procedures

2022.10



埼玉大学
サインイン
someone@ms.saitama-u.ac.jp
アカウントにアクセスできない場合
次へ
【サインインができない方へ】「アカウントにアクセスできない場合」パスワードを忘れた場合のメニューは、いずれも無効です。情報メディア基礎センターのHPで「Office365アカウント」に関する重要提示 <https://www.its.saitama-u.ac.jp/news/topic/20170602.html> を参照ください。
サインインオプション

(1) Log in from My Library link found in the Inquiry and Application Section (照会・申込) at the top of the library website. (You will see Microsoft login screen.) To log in, you need Microsoft 365 University Account (your email address issued by Saitama University) and password.

ILL依頼 (複写/貸借依頼)

受取可能な資料 0件
新規依頼
複写依頼 ▼ 申請する
複写依頼
貸借依頼

(2) The ILL Request is at the bottom of the screen (Photocopy /Borrowing).

Choose which you would like to request from the pull-down menu and click the apply “申請する” button.

■Photocopy■…Request for partial photocopies of the material

■Borrowing■…Request for the material itself

You cannot change the category after your application.

資料情報
雑誌名・書名(必須) 月刊おいしい魚
論文名・著者等 (論文関係事項) 魚のおいしい焼き方 / 猫田 猫麿
年次 2022
巻号等 22号 ページ 1-10
ISSN/ISBN 2222-2222 NCID

雑誌の現物貸借はできません

資料情報
書名(必須) 猫でもできる釣り入門
著者名 猫井猫三郎
出版者 猫又出版 出版年(西暦) 2022
ISBN 9782222222222 NCID

(3) About Photocopying

If you wish to order a photocopy of a document, please enter the journal title, volume number, year, pages, the title of the article etc. to the best of your knowledge. If not enough information is provided, it may be difficult to identify the desired document. While the photocopying fee varies depending on which institution we ask to photocopy the material, it generally costs about 50 yen per page. You will also be charged a shipping fee (and some institutions may require an administration fee).

Please note that the material may not be wholly photocopied (ex. limited to half of the article at most) because photocopying is limited to the scope allowed under the Copyright Act.



(4) About Loans

If you wish to borrow the actual item, please enter the book title, author name, publisher, ISBN etc. to the best of your knowledge. Materials such as journals, reference books and rare books may not be loaned out because most libraries designate them to be in-library use only. You will be charged an average of about 1,500 yen to 2,000 yen for the total cost of shipping both to and from our university (The cost differs depending on the number of materials, size and other factors). If the material is available at a cooperating library within the prefecture, it will be transported at no charge. If you would like to borrow books only from other libraries in the prefecture (which is free), please indicate that in the column “備考”.

依頼者情報			
利用者ID	22222222A	名前	大久保 しおり
利用者区分	職員	所属	図書館
電子メールアドレス	test@XXXXXXXXXX.ac.jp		
電話	020-2222-2222		
ご希望の連絡方法	<input checked="" type="radio"/> 電子メール <input type="radio"/> 電話 <input type="radio"/> ポータルで確認 必ず1つ選んでください		
受取希望日	X月XX日までに受取希望 必ずお応えできるわけではありません		
依頼情報 <small>依頼情報を入力・確認してください。</small>			
依頼種別	貸借依頼		
申請日	2022/10/10	支払区分	pr:私費
送付方法	普通郵便		
備考	県内図書館からの貸出(無料)のみ希望、ない場合はキャンセル		

Contact information for document arrival and inquiry
(Email address recommended)

If you have a preference, please enter when you would like to receive the item (We may contact you if the date entered is not possible)

Select the preferred method of delivery from the holding library to our library.

If you are in a hurry, choose express mail “速達” (shipping will be more expensive).

If you have any questions or requests, please enter it in this column “備考”. We will contact you by the method above mentioned if necessary.

私費での支払いが必要な場合は、レファレンスカウンター(平日9:00~12:15、13:15~17:00)にお越しください。

申請する キャンセル

(5) Entering of your information

Before you apply, be sure that ID and the name displayed is truly yours and that all the necessary information has been entered.



■Note for both photocopying and loaning■

Undergraduate and graduate students can only choose the payment category Private “私費” expenses. Please pay in cash at the reference counter (weekdays 9:00-12:15, 13:15-17:00) upon arrival.

If you wish to pay using your academic advisor’s public fund, you will need to have his/her signature and seal on the designated form.

<input type="checkbox"/> No	ID	状態
<input type="checkbox"/> 1	ILL00073531	受付待
<input type="checkbox"/> 1	ILL00073531	手配中
<input type="checkbox"/> 1	ILL00073531	借用可
<input type="checkbox"/> 1	ILL00073531	貸出中
<input type="checkbox"/> 1	ILL00073531	返却済

(6) Status of Request on My Library

■受付待・・・Not yet requested to other library

■手配中・・・Already requested to other library

Cancellation for personal reasons is not possible.

■借用可／到着・・・The material is ready for you to receive in the library.

■貸出中・・・You can use the material within the loan period to be kept.

■返却済・・・Has been returned to the holding library

■Cancellation・・・

As for our library system, the status of cancellation “キャンセル” is also used for indicating that the material requested to the prefectural libraries and National Diet Library has arrived. Please check the message from our library in the rightmost column “備考”.

<input type="checkbox"/> 2	ILL00073427	キャンセル	図書館	2022/09/22	テスト, 2022	県内図書館に借用を依頼しました。→2022.9.22到着しました。
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